

# **Portland VA Education Foundation**

## **Overview**

- **Non-Profit organization enacted by Congress to facilitate medical research and Education programs conducted at the Portland VA Medical Center.**
- **Provides flexible mechanism for the administration of funds in support of research, education and training.**

## **Education Activities supported by PVARF**

- **Work related instruction or learning experiences for employees improving performance of duties, gaining specialized proficiencies & expand understanding of changes in patient care.**
- **For Veterans under VHA care, the education & training may include instruction & learning related to improving & maintaining health.**

## **Who can set up an Education account.**

- **Individuals with staff appointments who are awarded an education grant.**
- **A service chief that receives funds for the benefit of the education & training of employees, patients or caregivers.**
- **The responsible individual or designee for an education or training initiative or activity at the PVAMC.**

## **Types of Programs**

- **Patient Related Activities-**
  - **Education activities for veterans, their families and guardians, including instruction or other learning experiences related to improving or maintaining the health of veterans.**
- **Employees Work-related experiences for employees**
  - **Improve performance of current duties**
  - **Assist employees in maintaining or gaining specialized proficiencies**
  - **Expand understanding of advances or changes in patient care, technology, or health care administration.**

### **How to set up an Account**

- **Upon securing funds or a donor for an education activity an “Education Account Request” form must be submitted to the PVARF Executive Director. The form is located on the Education Website.**
- **The form must identify the type of Education activity, the donor, a budget and the purpose of the account.**
- **The request form will then be presented to the MCEC subcommittee. The subcommittee will determine:**
  - **The extent of the activity, project or program of its value to the VA.**
  - **Its furtherance of the VA healthcare mission**
  - **Its enhancement of the efficacy and efficiency of the VA.**
  - **Its promotion of patient health, improvement of patient care, or improvement of employee performance.**

### **How to Set up an Account (cont)**

- **The sub-committee will either approve or disapprove the activity.**
- **If the project is approved, the activity or program will be presented to the MCEC.**
- **The MCEC will review the activity or program, the budget and approve or disapprove.**
- **Upon approval an “Education Account” will be set up in the PVARF and the initiator notified by the Executive Director.**

### **Administration of the Account**

- **All monies will be deposited into the education account set up by the PVARF accounting office.**
- **An education account could be subject to Indirect Costs on all deposits based on the purpose of the account:**
  - **Unrestricted Education Grants: The funds are used to invest in education purchases only. The indirect cost assessed will be 0%. If an employee is hired under this grant then a one time 3% fee based on the employee’s salary will be assessed.**
  - **Educational Grants: The funds are used to plan and conduct conferences or meetings. The indirect cost assessed will be**

**10%. This cost will include payment, employee hiring, deposit processing and human resource services. Credit card charges are the transaction fees assessed by the processing bank.**

#### **Fund Deposits & Disbursements**

- **All funds received and disbursed must be education related.**
- **The PVARF Executive Director will review your budget.**
- **The PVARF website provides policies, procedures and forms.**
- **A monthly financial will be produced to detail your account status.**
- **All excess funds will be transferred to a General purpose account which can be used for education expenses.**

#### **Commercial Support-**

- **Educational Grants**

- **Ok to contract for type of activity/date/media.**
- **NOT OK to have strings about objectives, agenda, faculty selection etc.**
- **NOT OK for donor to participate in planning process or have any marketing influence in activity.**

#### **Commercial Support (cont)**

- **NOT OK for faculty to negotiate with donor- only CME sponsor should.**
- **Educational grants may be requested by NPC employees only NOT VA.**
- **Uses are for all costs of activity, including space & equipment rentals, materials, honoraria, refreshments/meals**

#### **Commercial Support (cont)**

- **Cannot be used for participant travel expenses or social functions w/o education purpose.**
- **See link for \_\_\_\_\_**